Activate an IU Account

This step-by-step guide outlines the general process required to activate an IU account <u>after a notification</u> <u>email for account activation is received</u>. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Related screenshots for reference
1.	<u>Go to Judiciary Web</u> <u>Portal</u> ¹ Click "Login" >	<complex-block></complex-block>
	Having read and understood the Terms and Conditions , tick the checkbox of " I have read, understood and agreed with the terms and conditions above. " > Click "NEXT" >	<text><text><text><section-header><section-header><section-header><text><text><text><text><text></text></text></text></text></text></section-header></section-header></section-header></text></text></text>
2.	Go to Account Activation Page To begin, click "Account Activation" > [Note: No need to enter any details at this step.]	The "LOGIN" screen is displayed Screen ID: AUTH-LON-00001 LOGIN Please fill in the information below. Fields marked with an asterisk (*) are mandatory. Account Type Organization Organization Cogin Name* Password* Cogin Cogin Register an Account Account Activation Reset Password

¹ A pop-up message "The present combination of your operating system and browser has not been fully tested on Judiciary Web Portal" screen may display. It is recommended to re-configure your computer to the specified technical requirement.

Item	Process	Related screenshots for reference
3.	Acknowledge the Terms and Conditions	The Terms and Conditions screen is displayed
	Having read and understood the Terms and Conditions , tick the checkbox of	Integrated Court Case Management System of the Judiciary Terms and Conditions
	"I have read, understood and agreed with the terms and conditions above." >	1 The Clief Jacobia the designated (bia integrated) curr Care Management System (PCMS) as an exystem referred to in Section 7 of the Court Proceedings (Electronic Technology) Ordinance (The System PCMS) is an exystem referred to in Section 7 of the Court Proceedings (Electronic Technology) Ordinance (The System PCMS) is an exystem referred to in Section 7 of the Court Proceedings (Electronic Technology) Ordinance (The System PCMS) is an exystem referred to in Section 7 of the Court Proceedings (Electronic Technology) Ordinance (The System PCMS) is an exystem referred to in Section 7 of the Court Proceedings (Electronic Technology) Ordinance (The System PCMS) is an exystem referred to in Section 7 of the Court Proceedings (Electronic Technology) Ordinance (The System PCMS) is an exystem referred to in Section 7 of the Court Proceedings (Electronic Technology) Ordinance (The System PCMS) is an exystem referred to in Section 7 of the Court Proceedings (Electronic Technology) Ordinance (The System PCMS) is an exystem referred to in Section 7 of the Court Proceedings (Electronic Technology) Ordinance (The System PCMS) is an exystem referred to in Section 6 of the Ordinance; *-Service' means a ecourt and/or a tribunal specified by the rules made by the Chel Fluctice under Section 6 of the Ordinance; *-Service' means a system Varia (Section 2 as user of the ICMS in accordance with the "Moministrative instructions on Matters relating to Registration as a User of the integrated Court Case Management System Pand "User' means anyone who uses the ICMS, including a Begistered User. "User' Obligations"
	Click "NEXT" >	BI have read, understood and agreed with the terms and conditions above. NEXT
4.	Input Login Name	The "Account Activation" screen is displayed
	Select Account Type "Individual User" > Input Login name as	Screen ID: IDAM-ACT-00001 ACCOUNT ACTIVATION Please fill in the information below. Fields marked with an asterisk (1) are mandatory. Login name can be found in the notification email. Account Type Individual User (11/1)
	specified in the Notification sent to the registered email account >	CONTINUE CONTINUE CONTINUE
	Click "CONTINUE" >	
5.	Enter Details of Account Profile	Screen ID: IDAM-ACT-00002
	Enter Surname , Given name and Telephone no. inputted during account registration >	ACCOUNT ACTIVATION Please fill in the information below. Fields marked with an asterisk (*) are mandatory. The required information can be found in the notification email. Organization code * Login name * P3327000176 Surname *? I Telephone no. *?
	Click "CONTINUE" >	BACK CONTINUE
6.	Obtain Activation Code	A pop-up message screen is displayed
	A pop-up message will appear informing that an email containing the activation code has been sent to the user's registered email	Information An activation code has been sent to your registered email address, asunnyday633@gmail.com.
	address Click "OK" >	Please input the activation code in next screen within 15 mins.

Item	Process	Related screenshots for reference
7.	Enter "Activation code"	The "Account Activation" screen is displayed
	Enter the code in the textbox for Activation code >	Screen ID: IDAM-ACT-00003
	Click "CONTINUE" >	Activation code * Activation co
	[Note: If user does not receive the email, click "Resend" to obtain another code]	Resend BACK CONTINUE
8.	Input New Login Name	The "New Login Name" screen is displayed
	Input a New login name >	Screen ID: IDAM-ACT-00004
	Re-enter the new login name for confirmation >	ACCOUNT ACTIVATION Please fill in the information below. Fields marked with an asterisk (*) are mandatory. New login name *
	Click "CONTINUE" >	Login name policy New login name must be between 6 and 11 characters long New login name must contain characters from following categories: Upper case letters from A to Z OR Lower case letters from a to z OR Number from 0 to 9 BACK CONTINUE
NOTE		anged after completion of the account activation process.
9.	Set Password	The "Set Password" screen is displayed
	Create a password >	
	Re-enter the password for confirmation >	Please fill in the information below. Fields marked with an asterisk (*) are mandatory. Password * Re-enter password *
	Click "CONTINUE" >	Password policy • Password input nust be at least 8 characters and maximum 12 characters • Deprove the start from A to 2 • AND Lower case letters from a to 2 • AND Special characters : ! # \$ % & @ A + - <> [] {] { * ? _ BACK
10.	<u>Re-direct to the landing</u>	A pop-up message screen is displayed
	page for registered users Click "GO TO MENU PAGE" and the user will be re-directed to the landing page	Screen ID: IDAM-ACT-00006 Vour account has been activated CO TO MENU PAGE

Item	Process	Related screenshots for reference
11.	Agreement to the Terms and Conditions	The Terms and Conditions screen is displayed
	Having read and understood the Terms and Conditions ,	ाntegrated Court Case Management System of the Judiciary Terms and Conditions
	tick the checkbox of "I have read, understood	Agreement to Terms and Conditions The Chief Justice has designed the indegrated Court Cless Management System (*CHE*) as an e-gystem referred to in Section 7 of the Court Proceedings (Electronic Technology) Ordinance, The Chief Justice has designed to the indegrated Court Cless Management System (*CHE*) as an e-gystem referred to in Section 7 of the Court Proceedings (Electronic Technology) Ordinance, The Chief Justice has designed to the indegrated Court Cless Management System (*CHE*) as an e-gystem referred to in Section 7 of the Court Proceedings (Electronic Technology) Ordinance, The Chief Justice has designed to the indegrated Court Cless Management System (*CHE*) as an e-gystem referred to in Section 7 of the Court Proceedings (Electronic Technology) Ordinance, The Chief Justice Management System (*CHE*) as an e-gystem referred to in Section 7 of the Court Proceedings (Electronic Technology) Ordinance, The Chief Justice Management System (*CHE*) as an e-gystem referred to in Section 7 of the Court Proceedings (Electronic Technology) Ordinance, The Chief Justice Management System (*CHE*) as an e-gystem referred to in Section 7 of the Court Proceedings (Electronic Technology) Ordinance, The Chief Justice Management System (*CHE*) as an e-gystem referred to in Section 7 of the Court Proceedings (Electronic Technology) Ordinance, The Chief Justice Management System (*CHE*) as an e-gystem referred to in Section 7 of the Court Proceedings (Electronic Technology) Ordinance, The Chief Justice Management Section 7 of the Court Proceedings (*CHE*) as an e-gystem referred to in Section 7 of the Court Proceedings (*CHE*) as an e-gystem referred to in Section 7 of the Court Proceedings (*CHE*) as an e-gystem referred to in Section 7 of the Court Proceedings (*CHE*) as an e-gystem referred to in Section 7 of the Court Proceedings (*CHE*) as an e-gystem referred to in Section 7 of the Court Proceedings (*CHE*) as an e-gystem referred to in Section 7 of the Court Proceedings (*CHE*) as an e-gystem ref
	and agreed with the terms and conditions above." >	Definitions In these terms and conditions, unless the context otherwise requires - "«-Courts" means a court and/or a tribunal specified by the rules made by the Chief Justice under Section 6 of the Ordinance; "e-Services" means the electronic technology services under the ICMS for the applicable e Courts; "Begistered User means a person who is registered as a user of the ICMS in accordance with the "Administrative Instructions on Matters relating to Registration as a User of the integrated Court Court Courts Management" System" and
	Click "NEXT" >	"User" means anyone who uses the ICMS including a Registered User. Image: Comparison of Comparis
12.	<u>Start using the electronic</u> <u>services under iCMS</u>	The landing page for registered user is displayed